



## PYENG LEAVE FAQ's

### 1. Can I take leave during the program?

Yes. For valid reasons, leave can be approved before or after the date depending on the circumstances.

### 2. What reasons are considered valid for leave or absence?

Valid reasons include:

- Illness (with a valid medical certificate)
- Bereavement of a close family member
- Emergency travel due to catastrophe in home country
- Significant trauma (e.g., accident or crime, with police or psychologist report)

### 3. What reasons are *not* accepted?

- Non-essential travel such as personal holidays
- Work commitments

### 4. What do I do if I am unwell and unable to attend on the day of PY?

If you are unwell on the day of your PY class, you must inform Student Services as soon as possible. A medical certificate must be provided for your absence to be considered. You will be required to attend a make-up class.

### 5. What if I take approved leave for 3 weeks or more?

Any leave of 3 weeks or more (medical or otherwise) must be approved by EA. Your study plan will need to be adjusted, and you may need to re-join a new cohort depending on your attendance and academic progress.

### 6. What if I need to take leave for personal reasons?

Personal leave (non-medical) is generally not approved unless it meets valid policy reasons (e.g., bereavement, trauma, emergencies). Personal holidays or non-essential travel are considered invalid reasons and will not be approved.



### **7. What if I need to travel overseas and I will miss a class?**

Any overseas travel that results in missed classes must be approved by EA. Approval is not guaranteed, and unapproved absences will require make-up sessions or cohort rescheduling. Always discuss with Student Services well in advance.

### **8. What if I need to travel overseas but I will not miss a class?**

If your travel is scheduled outside of class times and does not impact attendance, you must still notify Student Services in advance. While approval from EA may not be needed, documentation may still be required for our records.

### **9. What if I do not attend a class for personal reasons and do not have leave approved?**

If you miss a class without approved leave, the absence will be recorded as unapproved. You will be required to attend a make-up class, and repeated unapproved absences may result in being unable to complete your course on time or being moved to another cohort.

### **10. What happens if I miss multiple classes?**

Each missed class will require a separate make-up session, and the \$150 fee applies to each. Internship cannot commence until all class requirements are fulfilled and fees are paid.

### **11. When is the fee waived?**

You may be eligible for a fee waiver in the following cases:

- You missed only one class during the 32 weeks.
- You provide valid supporting documents (e.g., medical certificate, police report).
- You are approved to attend a Week 32+1 class (internship start delayed by 1 week).

**Note: All fee waivers are at the discretion of management and reviewed case by case.**

### **12. What is a make-up class and when is it required?**

A make-up class is an additional session that students must attend if they miss a scheduled class during the 32-week coursework phase. Attendance is mandatory to meet the 100% class attendance requirement set by EA.

### **13. How are make-up classes delivered?**

Make-up classes are held on-campus and are scheduled based on trainer and classroom availability. You will be informed of the exact date and time.



#### 14. Can I still do my internship if I missed classes?

Not yet. All 32 weeks of training and assessments must be completed before beginning the 12-week internship. Delays in makeup classes may delay your internship start date. You're required to have 100% attendance and 100% course progress before starting Internships.

#### 15. Who do I contact for more help?

For leave, documentation, or make-up class assistance, please email Student Services at [student.services@albrightinstitute.edu.au](mailto:student.services@albrightinstitute.edu.au) or **visit your campus reception.**